

GOVERNMENT OF ANDHRA PRADESH  
A B S T R A C T

Municipal Administration and Urban Development – Establishment of National Institute of Urban Management at Hyderabad – Approval of Memorandum of Association and Bye laws to register National Institute of Urban Management under Andhra Pradesh Societies Registration Act 2001 (Act 35 of 2001) – Orders – Issued.

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MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.Ms.No. 206, MA

Dated:20 -05-2013

Read the following:

1. G.O.Rt.No.752, MA & UD (UBS) Dept., dated 30.05.2012.
2. From Person-in-Charge, NIUM Lr.No.6/NIUM/12 dated 24.11.2012.
3. Govt. Memo No.18034/UBS/2012 dated 06.12.2012.
4. From PIC, NIUM Lr.No.6/NIUM/2012 dated 31.12.2012.
5. Govt. Memo No.18034/UBS/2012 dated 15.01.2013.
6. From PIC, NIUM Lr.No.6/NIUM/2012 dated 17.01.2013.

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ORDER:

The National Institute of Urban Management at Hyderabad has been setup to serve as Center of Sustained Monitoring and Analysis of Urban Development Management and to provide training to Urban Sector officials of both Urban Local Bodies, State and National Levels including elected representatives and it has been recognized by Ministry of Housing and Urban Poverty Alleviation as a National Resource Centre.

2. In the G.O. 1<sup>st</sup> read above, orders were issued appointing Person-in-Charge, National Institute of Urban Management, to commence the activities of National Institute of Urban Management. After detailed examination about the functioning of National Institute of Urban Management, it is decided by Government for taking up registration of National Institute of Urban Management under Societies Act.

3. Accordingly, the Person-in-Charge, National Institute of Urban Management, Hyderabad in the reference 6<sup>th</sup> read above submitted draft Memorandum of Association and Bye Laws of National Institute of Urban Management and requested to approve the same so as to get the National Institute of Urban Management registered under Andhra Pradesh Societies Registration Act, 2001 ( Act 35 of 2001).

4. The Government after careful examination of the matter hereby approve the Memorandum of Association and Bye Laws for National Institute of Urban Management as appended to this order, to enable the Person-in-Charge, National Institute of Urban Management to get the Institution registered under Andhra Pradesh. Societies Registration Act, 2001 (Act 35 of 2001).

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5. The Person-in-Charge, National Institute of Urban Management, Hyderabad shall take further necessary action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

ADHAR SINHA  
PRINCIPAL SECRETARY TO GOVERNMENT (MA)

To

The Person-in-Charge, National Institute of Urban Management  
City Managers Training Centre, Road No.12, Banjara Hills, Hyderabad (we)

The Commissioner and Director of Municipal Administration, Hyderabad.(w.e.)

The Managing Director, APUFIDC Ltd., Hyderabad (w.e.)

The Project Director, APMDP, O/o C&DMA, Hyderabad (w.e.).

Copy to:

The OSD to Hon'ble M(MA) (w.e.)

The P.S. to Secretary to Hon'ble Chief Minister (w.e.).

The P.S. to Chief Secretary to Government (w.e.)

The P.S. to Principal Secretary to Government (UD) (w.e.)

The P.S. to Principal Secretary to Government (MA) (w.e.)

Sf/Sc

//FORWARDED BY ORDER//

RESEARCH OFFICER

# **NATIONAL INSTITUTE OF URBAN MANAGEMENT (NIUM)**

## **MEMORANDUM OF ASSOCIATION**

### **1. PREAMBLE:**

Whereas the rapid increase in the urban population of the country which is at 28% of the total population as per the Census of India 2001 is expected to reach 40% and the GDP from the urban India is expected to constitute 70% of the National GDP by the year 2030. This rapid urbanization of the country has unfolded a plethora of challenges on the urban governance and management like, Water supply, Solid waste Management, Underground Drainage, Transportation, Revenue improvement, Governance reforms, Land Records and Administration, Accountability, Accounting and Financial Management, Welfare and planning for the Urban Poor etc.

And whereas though the expectations on account of implementation of Government initiatives like, Jawaharlal Nehru National Urban Renewal Mission (JnNURM) and Rajiv Awas Yojana (RAY) etc., are manifold the capacities of functionaries in Urban Local Bodies (ULBs) are grossly inadequate and will have to be built to implement the composite array of tasks associated with these programmes. While senior officials are definitely an important target group, emphasis to building capacities of other groups of society is also a felt need. Similarly important is the capacity building for other stakeholder groups outside the government to eventually build a critical mass of people that can initiate and sustain the process of change. In this background it is felt that though capacity building is important and is immediate requirement, there is also a need for establishment of robust institutional support for policy formulation and advisory support on various emerging issues. Hence the immediate need for an apex institution of the profile of a national institute to be set up exclusively in order to achieve desired results in implementation of various urban development programmes, urban poverty

alleviation initiatives, adoption of various reform measures and related legislation.

And whereas in this context, of the need to empower stakeholders with cutting edge skills the Government of Andhra Pradesh proposed to establish a dedicated institute under the name "National Institute of Urban Management" (NIUM) to meet capacity building requirements at the ULB, State and National levels. NIUM is proposed to be a liberal learning, 'not for profit' organization to be registered under the Societies Act. NIUM is also proposed to partner with leading institutes in urban development and leverage their experience and expertise.

And whereas the **Mission** of NIUM is to be a Centre of Excellence in the country in urban development and poverty alleviation with an overreaching purpose of extending technical assistance and capacity building support at national, State and ULB for deepening implementation of urban reform measures and shall strive to make urban institutions accountable, transparent and responsive and citizen centric. The **Philosophy** of NIUM is to be a think-tank of the urban development departments at the national and state and ULB levels.

And whereas the Government of Andhra Pradesh with all the above objectives in view has approved the establishment of NIUM at Hyderabad to serve the aforementioned purposes.

And whereas the signatories to this Memorandum have in unison, envisioned the establishment of the "National Institute of Urban Management" (NIUM) to meet the above objectives.

Now, therefore, it is considered expedient to provide it a legal entity by getting the Institute registered under the Andhra Pradesh Societies Registration Act, 2001 (Andhra Pradesh Act 35 of 2001).

## **2. NAME OF THE SOCIETY:**

The name of the society being formed herein is "National Institute Of Urban Management" (**NIUM**), Hyderabad.

## **3. LOCATION OF THE SOCIETY :**

The registered office of the society shall be situated in the State of Andhra Pradesh at Hyderabad and presently is located at City Manager's Training Centre, Road No. 12, Banjara Hills, Hyderabad -500 034, Andhra Pradesh.

## **4. DEFINITIONS:**

In this Memorandum of Association, the Byelaws and the Rules made thereunder, unless the context otherwise signifies.

- (i) 'Act' means The Andhra Pradesh Societies Registration Act, 2001;
- (ii) 'Board' means the Board of Governors of NIUM;
- (iii) 'Byelaws' means the Byelaws of the Society;
- (iv) 'General Body' means the General Body of the members of NIUM;
- (v) 'Government' means the Government of Andhra Pradesh;
- (vi) 'Institute' or society means the National Institute of Urban Management (NIUM), Hyderabad;
- (vii) 'Member' means the member of the General Body of the Institute;
- (viii) 'Memorandum' means the Memorandum of the Society;

- (ix) 'Rules' means the Byelaws Rules and Regulations of the Institute made by the Board of Governors;

## **5. OBJECTIVES:**

To establish, set up, run and carry on the administration and management of National Institute of Urban Management and in particular to perform the following functions inter-alia:

- (i) To act as a national think-tank and Centre of Excellence on urban affairs and to provide necessary policy support and training required to carry the unique urban poverty alleviation initiatives of the State and Central Governments;
- (ii) To develop institutional and human resource capacity to plan for inclusive growth, socio-economic development, poverty alleviation and adoption of reforms;
- (iii) To provide technical support to the Government(s), State and Central, and their organisations, agencies and instrumentalities in their functions to promote, develop and manage urbanization in the States;
- (iv) To develop and offer relevant short, medium and long-term training programmes in relevant fields involving elected representatives, Ward Committee/Area Sabha members and Civil Society;
- (v) To offer Advisory support to State(s) in adoption of reforms;
- (vi) To develop and operate internet portal on urbanization in the country and to act as a National Urban data centre to enable the Government of India, The State Governments, the State Level Nodal Agencies and Urban Local Bodies to store, use and develop MIS, Programme review, monitoring and reporting mechanisms & decision support systems;

- (vii) To conduct and facilitate research, handholding support, consulting and knowledge management in the fields of urban governance, Finance, economics, planning, building construction and technology, transportation, energy use, e-governance, Infrastructure and consultancy services etc.
- (viii) To conduct studies to evaluate impact and outcomes of important urban projects and to create / mobilize public opinion and awareness about government initiatives in urban development and poverty alleviation by holding seminars, making and publishing reports and using the electronic media etc.;
- (ix) To act as a National Resource Centre for Urban Statistics and Poverty Profiling;
- (x) To undertake applied research to identify and document best practices in the country and elsewhere in Urban Management and to respond to the needs of the States on a range of development policy and management agenda through applied research and policy assessments;
- (xi) To examine the social, economic and governance challenges facing the nation and support the urban sector through a multi-disciplinary, multi-sectoral perspective on a range of leading-edge urban issue with the emphasis on technical assistance, policy development support, training, applied research, process facilitation and information dissemination; and
- (xii) To carry on, discharge and implement any urban governance related initiatives.

## **6. Ancillary Objects**

With a view to promote the foregoing objects, the Institute shall have the following ancillary and incidental objects:

- (i) To acquire by way of lease, sublease, gift, purchase, exchange, hire or in any other manner any movable or immovable properties and any rights or privileges necessary or convenient for the purposes of the Institute and to construct, erect, alter, improve and maintain any building and to construct, improve, alter, demolish or repair buildings and to manage, develop, sell, let dispose off, mortgage, or otherwise deal with all or any part of the assets and rights of the Institute with a view to achieve the objects of the Institute in accordance with Law;
- (ii) To accept grants of money, equipments, land, buildings, donations, gifts, subscriptions and other assistance from the State / Central Government or from any other source and to confirm to the conditions on which such grants, other payments and assistance may be received, provided that no benefaction shall be accepted by the Institute, which in its opinion involves conditions or obligations contrary to the objects of the Institute;
- (iii) To undertake and accept the management of any endowment or trust or donations in furtherance of the objects of the Institute;
- (iv) To establish, equip and maintain any research centre, data bank, library, museum and such other facilities as are necessary for carrying out the objects of the Institute;
- (v) To establish, maintain, control and manage branches or zonal or regional centers or chapters of the Institute;
- (vi) To levy fees or other charges for education and / or other rates as may be specified by the Institute;
- (vii) To prepare, print, publish, issue, acquire and circulate books, reports, studies, papers, periodicals, exhibits, films, slides, videotapes, circulars and engage in other literary



activities connected with or having a bearing on the objects of the Institute;

- (viii) To assist, guide or collaborate with other organizations or institutions in India or any part of the World having objects wholly or partly similar to those of the Institute, in such manner as may be conducive to the attainment of the objects of the Institute;
- (ix) To solicit the participation of various companies and organizations in the activities of the Institute on such terms and conditions as may deem fit for attaining the objects of the Institute;
- (x) To establish, promote, co-operate with, become a member of, act as, or appoint, trustees, agents, or delegates to control, manage, superintend or otherwise assist any associations and institutions and other bodies engaged in any fields for which this Institute is established;
- (xi) To negotiate contracts on behalf of the Institute and vary and rescind such contracts;
- (xii) To enter into any arrangement with any Government, Government Authority, Municipal or Local Authority or any other agencies within and out side India, otherwise that may be conducive to the objects of the Institute and to obtain from any such authority rights, privileges and concessions which the Institute may think desirable to obtain to carry out exercise and comply with such arrangement, rights, privileges and concessions;
- (xiii) To borrow, raise or secure the payment of any money on such terms and conditions and on such security as may be deemed fit and proper provided they are not inconsistent with the objects of the Institute;

- (xiv) To institute and award fellowships, scholarships, prizes and medals in accordance with the Rules and Regulations of the Institute;
- (xv) To create patronship, affiliation and other classes of professional or honorary or technical membership or office, as the Institute may consider expedient;
- (xvi) To make Rules and Bye-Laws for the conduct of affairs of the Institute and to add or amend, vary or rescind them from time to time;
- (xvii) To procure recognition for the Institute vis-avis its objects in India and abroad;
- (xviii) To depute or join in electing or nominating delegates, advisers etc., to represent the Institute on regional, national and international conferences, seminars, events and expert bodies;
- (xix) To provide such boarding, lodging facilities to the students/delegates, scholars, faculty and staff of the Institute as may be deemed desirable by the Institute;
- (xx) To appoint officers, teachers and other employees as are necessary for achieving the objects of the Institute;
- (xxi) To confer the designations, of professor, Associate/Assistant Professor and Lecturer or such other designations as may be considered appropriate by the Institute to the Faculty Members of the Institute or the bodies under the Institute; and
- (xxii) To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objects.

## **7. General Indemnity of Members**

- (a) No member of the Institute shall be liable for any dues, debt or other liability contracted by the Institute save to the extent specifically agreed to by such member under a written agreement, contract or guarantee with or to the Institute;
- (b) Notwithstanding anything contained in this Memorandum, no member shall be required to pay any subscription, due, fee or charge except as contained in an agreement entered into by the participating company / person with the NIUM. Any additional fee, due or charge required of any member will require the consent of the concerned member.

## **8. Power to Covenant**

It shall be lawful for the Institute to enter into any agreement(s) with its member(s) for furtherance of the objectives of the Institute.

## **9. Application of Income**

- (a) All the incomes, earnings, movable and immovable property of the Institute including any institution thereof, however derived shall be solely utilized and applied towards the promotion of its aims and objects as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Government to such limitations as the Government may from time to time impose.
- (b) No part of the income and property of the Institute shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the persons who at anytime are, or have been members of the Institute or to any of them or to any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or to any person in return

for any services rendered to the Institute including any institutions thereof or for traveling allowance, halting or other similar charges or reimbursement of any expenses relating to such services;

© No member of the Institute shall have any personal claim on any movable or immovable property of the Institute or make profits whatsoever by virtue of membership.

(d) The Institute shall invest its funds only in the securities specified in section 11 of the Income tax Act, 1961.

## **10. POWERS OF GOVERNMENT**

The Institute shall function under the general supervision of the Board of Governors. However the State Government may issue such directions to the Board of Governors as it may consider necessary in the administration of the Institute and the Institute shall comply with such directions not being inconsistent with these presents.

## **11. MEMBERS OF THE GENERAL BODY**

The members of the General Body shall be nominated by the Government.

## **12. MANAGEMENT**

The Management of the Institute shall vest in a Board of Governors in general and the Executive Council in particular.

### 13. NAMES, ADDRESSES AND OCCUPATIONS OF THE MEMBERS OF THE BOARD

S. No.	Name of Member	Age	Address	Occupation	Designation in Society
1	N.Kiran Kumar Reddy		Chief Minister of Andhra Pradesh, Hyderabad	Chief Minister, GOAP	Chairperson
(1)	(2)	(3)	(4)	(5)	(6)
2	M. Maheedhar Reddy		Minister For Municipal Administration & Urban Development, Secretariat, Hyderabad	Minister, GOAP	Vice Chairperson
3	Dr.Prasanna Kumar Mohanty		Chief Secretary, Government of Andhra Pradesh, Secretariat, Hyderabad.	GOAP Service	Member
4	Adhar Sinha		Principal Secretary (MA), Government of Andhra Pradesh, Municipal Administration. (MAUD) Department, Secretariat, Hyderabad	GOAP Service	Member
5	V.Bhaskar		Principal Secretary, Government of Andhra Pradesh, Finance Department, Secretariat, Hyderabad	GOAP Service	Member
6			Joint Secretary, Government of India, HoPA, New Delhi	GOI Service	Member
7			Joint Secretary, Government of India, Urban Development, New Delhi	GOI Service	Member
8			Member, Planning Commission, (Urban Sector), Government of India, New Delhi	GOI Service	Member
9			Director General, Centre for Good Governance, Hyderabad.	GOAP Service	Member
10			Dean, (Research & Management Studies), Administrative Staff College of India, Hyderabad.	Dean, ASCI	Member
11			Director, Engineering Staff College of India, Hyderabad.	Director, ESCI	Member

12			Director, Regional Centre for Urban Studies, Osmania University, Hyderabad.	Director, RCUA	Member
13			Director, National Remote Sensing Agency, Hyderabad	Director, NRSA	Member
14			Convener, Indian National Trust for Art and Cultural Heritage (INTACH), AP Chapter / Hyderabad	Convener, INTACH, AP Chapter/ Hyderabad	
15			Professor, School of Planning & Architecture, Jawaharlal Nehru Architecture & Fine Arts, University, Masabtank, Hyderabad.	Professor	Member
16			Secretary, Urban Development, Government of Karnatak / Tamilnadu / Kerala on rotation basis.	Secretary, UD	Member
17			Director General/ Director/ PIC, NIUM.	Director General, NIUM	Member Secretary

#### **14. ESSENTIAL CERTIFICATES:**

We the members General Body Certify that:

(a) The Society is formed with a 'no profit' motive.

(b) No Remuneration will be paid to the office bearers from the funds of the Society except as otherwise provided in the Bye-laws.

(c) The Association would not engage in agitational activities to ventilate grievances

(d) The office bearer's signatures are genuine.

This is the authorized copy of Memorandum of Association and Bylaws of the NATIONAL INSTITUTE OF URBAN MANAGEMENT (NIUM).

## 15. DECLARATION:

We, the following persons whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society by name 'NATIONAL INSTITUTE OF URBAN MANAGEMENT' under the Andhra Pradesh Societies Registration Act, 2001 (Act 35/2001). This .....day of ..... of .....2013.

S.No.	Name of Member	Age	Designation	Occupation	Residential Address	Signature
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	N.Kiran Kumar Reddy		Chairperson	Chief Minister of Andhra Pradesh, Hyderabad		
2	M. Maheedhar Reddy		Vice Chairperson	Minister For Municipal Administration & Urban Development, Secretariat, Hyderabad		
3	Dr.Prasanna Kumar Mohanty		Member	Chief Secretary, Government of Andhra Pradesh, Secretariat, Hyderabad.		
4	Adhar Sinha		Member	Principal Secretary (MA), Government of Andhra Pradesh, Municipal Administration (MAUD) Department, Secretariat, Hyderabad		
5	V.Bhaskar		Member	Principal Secretary,		

				Government of Andhra Pradesh, Finance Department, Secretariat, Hyderabad		
6			Member	Joint Secretary, Government of India, HoPA, New Delhi		
7			Member	Joint Secretary, Government of India, Urban Development, New Delhi		
8			Member	Member, Planning Commission, (Urban Sector), Government of India, New Delhi		
9			Member Secretary	Director General/ Director/ PIC, NIUM.		

**Witness:**

Name in block letters, S/o, D/o, W/o	Age years	Residential/communication address	Occupation	Signature

ADHAR SINHA  
PRINCIPAL SECRETARY TO GOVERNMENT (MA)



# **BYE-LAWS OF THE NATIONAL INSTITUTE OF URBAN MANAGEMENT (NIUM)**

## **1. TITLE AND COMMENCEMENT**

- (a) These byelaws may be called the 'National Institute of Urban Management (NIUM) Bye-laws 2013'.
- (b) They shall come into force from the date on which the Society is registered under the Andhra Pradesh societies Act, 2001, (Act No. 35 of 2001).

## **2. NAME, ADDRESS AND REGISTERED OFFICE**

- (a) The name of the Society formed herein shall be 'National Institute of Urban Management' (NIUM), Hyderabad.
- (b) The Registered Office of the Society shall be situated in the State of Andhra Pradesh at Hyderabad and presently situated at 'City Managers' Training Centre, Road No. 12, Banjara Hills, Hyderabad- 500034'.

## **4. AREA OF OPERATION**

The area of operation of the Society is entire India. These byelaws shall extend to all the units and activities of the NIUM in India..

## **5. BODY CORPORATE**

The Society shall be a corporate body with perpetual succession and common seal and with powers to acquire, hold property, enter into contracts, to institute and to be sued and any other legal proceedings and to do all other things necessary for the furtherance of the aim of the society.

## **6. SEAL**

The society shall have its name engraved in legible characters on its seal.

## **7. DEFINITIONS:**

In these Byelaws, unless the context other wise requires or otherwise specified, the following words and expressions shall have the meaning assigned to them. The words and expressions not defined herein but defined in the Memorandum shall carry the meaning as defined therein.

- (a) 'Act' means The Andhra Pradesh Societies Registration Act, 2001;
- (b) 'Board' means the Board of Governors of the Society or Executive Board of the society as the case may be;
- (c) 'Byelaws' means Byelaws of the Society;
- (d) 'Central / Union Government' means the Government of India;
- (e) 'Chairperson' means the Chairperson of the Board of Governors of the Society;
- (f) 'Director General' (DG) means the Chief Executive Officer (CEO) of the Society by whatever name the CEO is called like Person Incharge etc;
- (g) 'Ex-Officio Member' means a member who becomes a member by virtue of the Office he holds in the Government;.

- (h) 'Financial Year' means the period of twelve months commencing on the 1<sup>st</sup> day of April of a year and ending on 31<sup>st</sup> March of the following year;
- (i) 'Government' means the Government of Andhra Pradesh;
- (j) 'Member' means a person, individual or body corporate, who/which as sponsored by the Government and having been admitted to membership in this society has not resigned or ceased to be a member or been removed from membership, in accordance with the bye laws of this society;
- (k) 'Member Secretary' shall mean the Director General of the NIUM by whatever name he is called;
- (l) 'Memorandum' means the Memorandum of the Society;
- (m) 'NIUM' or society means the National Institute of Urban Management;
- (n) 'Special Resolution' means, resolution passed by a majority of the total members of the society and not less than two-third of the members present and voting in the Extra-Ordinary meeting.;

## **8. ACTIVITIES AND AUTHORITIES OF THE SOCIETY**

(a) The Society shall carry on the activities as contained in the Memorandum of Association as amended from time to time and such of other activities which are incidental or essential to the objects of the Society and those as in hereafter specified.

(b) The various authorities to manage the Society shall be as under:

- (i) Board of Governors.
- (ii) Executive Council.

- (iii) Director General (Member Secretary)
- (v) Such other Persons including any committees as may be appointed by the Board.

## **9. MEMBERSHIP AND ATTENDANCE:**

(a) The members of the General Body shall consist of Ex.officio Members and other members nominated by the Government. The Chairperson of the Board of Governors will be the Chairperson of the General Body.

### **Ex.Officio Members**

- (1) Chief Minister of Andhra Pradesh, Hyderabad
- (2) Minister For Municipal Administration & Urban Development, Secretariat, Hyderabad
- (3) Chief Secretary, Government of Andhra Pradesh, Secretariat, Hyderabad.
- (4) Principal Secretary, Government of Andhra Pradesh, Finance Department, Secretariat, Hyderabad
- (5) Secretary, Government of Andhra Pradesh, MA (MAUD) Department, Secretariat, Hyderabad.
- (6) Joint Secretary, Government of India, HoPA, New Delhi
- (7) Joint Secretary, Government of India, Urban Development, New Delhi
- (8) Member, Planning Commission, (Urban Sector), Government of India, New Delhi
- (9) Director General, Centre for Good Governance, Hyderabad.
- (10) Director General/ Director/ PIC, NIUM.

(b) Vacancies in the membership or addition of new members shall be filled / enrolled by the Board of Governors as laid down in these Byelaws.

(c) The membership of an ex-officio member of the General Body and/or the Board of Governors shall terminate when he ceases to hold that office. The vacancy so caused shall be filled by the successor to that office.

(d) The membership in the General Body and/or the Board of Governors of any member may be revoked through a resolution in the General Body on grounds of health, unsoundness of mind or actions repugnant to the objectives of the Mission or on grounds of conduct unbecoming of a member with the approval of the Government.

(e) Whenever a member desires to resign from membership of the General Body or the Board of Governors such resignation shall become effective on its acceptance by the Chairperson of the General Body or the Board of Governors as the case may be.

(f) If an ex-officio member is unable to attend a meeting of the General Body or the Board of Governors or the Executive Board, he may nominate the next senior person in the department to take his place at the meeting. Such substitute shall be entitled to take part in the proceeding and have the right to vote at the meeting for which he has been nominated.

## **10. MEETINGS, QUORUM AND FUNCTIONS OF THE GENERAL BODY**

**(a) Constitution:** The General Body shall comprise of all members who are on the rolls of the society, and who have not resigned or terminated by the General Body of the society.

**(b) Meetings:** The General Body shall meet once in a year but within six (6) months of the closing of every accounting year. All general meetings other than the annual general meeting shall be called as extraordinary general meeting. The Board of Governors may convene an extra-ordinary general meeting whenever it thinks necessary to do so, with the permission of the Chairperson.

**(c) Notice:** For every meeting of the General Body atleast fourteen days clear notice shall be given to the members, excluding the day of the posting and day of the meeting.

However in the case of any urgency, the Director General with the approval of the Board may call a meeting of the General Body at a shorter notice. The meeting notice shall be issued by the Member Secretary and shall contain agenda for the meeting, the time, date and place for the General Body meeting.

### **(d) Annual Meeting**

#### **(1) Business to be transacted**

The General Body shall meet on such date as may be decided by the Board to transact the following business.

- (a) to consider and adopt audited accounts of the Society and annual report on the activities of the Society during the previous year;
- (b) to consider pass the budget for the ensuing year;
- (c) to appoint the Board of Governors; and
- (d) to approve the appointment of the auditors of the Society and fix their remuneration.

#### **(2) Proceedings of the General Meeting:**

(i) no business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to transact in business.

(ii) if the quorum is not sufficient for holding the meeting, the meeting shall stand adjourned to another day as the Chairperson may decide.

(iii) if at the adjourned meeting a quorum is not sufficient within half an hour from the time appointed for the meeting, the members present shall be the quorum.

(iv) the Chairperson of the society shall preside at every general meeting of the society. In his absence, the Vice-Chairperson and in his absence any other member elected by the members present to preside over the meeting.

(v) every decision shall be taken by a simple majority of the members present at the meeting.

### (3) Quorum

One-fifth of the existing members including the Chairperson shall constitute the quorum at any meeting of the General Body, any fraction being rounded off to the next higher number.

### **(f) Extra Ordinary (Special) Meeting**

(i) The General Body shall meet whenever the Chairperson thinks fit, provided that the Member Secretary shall call a meeting of the General Body upon a written requisition of not less than five members or one-third of the existing members (fraction being rounded off to the next higher numbers) whichever is more. In addition, the General Body shall meet whenever the Board recommends the same for transaction of urgent business. The decision in such meeting by a Special Resolution.

### (ii) Notice

For every meeting of the Extra-ordinary General Body Meeting at least fourteen days clear notice shall be given to the members, excluding the day of the posting and day of the meeting. However in the case of any urgency, the Director General with the approval of the Board may call the meeting at a shorter notice.

### (iii) Quorum

One-third of the existing members including the Chairperson shall constitute the quorum, any fraction being rounded off to the next higher number.

#### (iv) Adjournment

Where a quorum is not present within thirty minutes of the time notified for the commencement of meeting, the meeting (i) if called on the requisition of the members shall stand dissolved, (ii) in any other case, the meeting shall be adjourned as the Chairperson may decide and the members present at the adjourned meeting shall form the quorum and the special resolution shall be by the majority of votes.

#### (e) Voting Rights

Each member of the General Body shall have one vote and if there be any equality of votes on any question to be determined by the General Body, the Chairperson of the meeting in addition to his own right as member shall have and exercise a casting vote to decide the issue.

#### (f) Record of Minutes

The Director General shall keep a record of Minutes of the proceedings of the meetings as approved by the Chairperson of the Meeting. The Minutes shall be communicated to all members before the next meeting or at its start for their confirmation.

### **11. BOARD OF GOVERNORS**

#### (a) Functions

The general superintendence, direction and control of the affairs of the Institute and its income and property shall be vested in the Board of Governors including overall policy guidance and directions for the efficient functioning of the Institute in fulfilling its objectives as laid down in the Memorandum of Association.



## (b) Composition

The members of the Board shall be nominated by the Government. The composition of the Board includes both ex.officio and other members.

- (1) Chief Minister of Andhra Pradesh, Hyderabad
- (2) Minister For Municipal Administration & Urban Development, Secretariat, Hyderabad
- (3) Chief Secretary, Government of Andhra Pradesh, Secretariat, Hyderabad.
- (4) Principal Secretary, Government of Andhra Pradesh, Finance Department, Secretariat, Hyderabad.
- (5) Secretary, Government of Andhra Pradesh, MA, (MAUD Dept.), Secretariat, Hyderabad
- (6) Joint Secretary, Government of India, HoPA, New Delhi
- (7) Joint Secretary, Government of India, Urban Development, New Delhi
- (8) Member, Planning Commission, (Urban Sector), Government of India, New Delhi
- (9) Director General, Centre for Good Governance, Hyderabad.
- (10) Dean (R&MS), Administrative Staff College of India (ASCI), Hyderabad.
- (11) Director, Engineering Staff College of India (ESCI), Hyderabad.
- (12) Director, RCUS, Osmania University, Hyderabad
- (13) Director, NRSA, Hyderabad
- (14) Convener, INTACH, Andhra Pradesh/Hyderabad Chapter.
- (15) Professor, School of Planning & Architecture, Jawaharlal Nehru Architecture & Fine Arts, University, Masabtank, Hyderabad.
- (16) Secretary, Urban Development, Karnataka/ Tamilnadu/ Kerala on annual rotation basis.
- (17) Director General/ Director/ PIC, NIUM and Member Secretary

### (c) Term of the Board

(i) The Term of the Board shall be three years and at the end of which it shall be reconstituted by the Government. The existing members of the Board shall be eligible for re-appointed or re-nomination by the Government. Where, for whatever reasons, the Board is not reconstituted, the Board shall continue to discharge its functions and exercise its powers with the Ex.officio members.

(ii) A member of the Board, other than the Ex.officio member, may resign his office by a letter addressed to the Chairperson who shall forward it to the appointment/nominating authority with his remarks and such resignation shall take effect from the date it is accepted by such authority.

(iii) Any casual vacancy in the Board shall be filled by the by the Board with the prior approval of the Government for the remainder term of the Board.

### (d) Powers of the Board

Subject to the Memorandum and the Byelaws but without prejudice to the generality of powers and duties, the Board will have full functional autonomy and shall exercise, inter-alia, the following powers,

(i) to make rules and regulations for the conduct of the affairs of the Institute, to add, amend, modify or rescind them from time to time.

(ii) to enter into contracts, agreements or memoranda of understanding with other public or private organizations or individuals on behalf of the NIUM.

(iii) to create duly empowered mechanisms at all required levels for organizing, administering, appraising, financing and monitoring the projects.

(iv) to delegate any of its powers to the Executive Council in addition to the powers the Council has under these Byelaws or the Director General or any other officers of the Institute for day to day functioning of the NIUM and for taking up any activity in furtherance of the objectives of the NIUM.

(v) to fix and pay sitting fees and traveling and incidental expenses for the members of the Board or Executive Council attending the meetings of the Board or the Council including for the co-opted members.

(vi) to coopt any other person, individual or organisation without voting rights, and

(vii) to do all such things and acts incidental, ancillary or conducive to the discharge of the functions and attainment of any of the objectives of the Institute.

(d) Meetings.

(i) The Board shall meet at least once in every six months in a financial year or earlier as may be necessary to transact the business.

(ii) Meeting of the Board shall be notified 7 days in advance of the date set for the meeting and in case of urgency with an advance notice of 3 days.

(iii) Quorum for the meeting shall be 5 members

(iv) The agenda for the meeting shall be finalized by the Director General in consultation and approval of the Chairperson. Any member proposing an item for the agenda shall give notice thereof to the Director General in advance of the meeting.

(v) The meeting shall be presided by the Chairperson and in his absence, the Vice-Chairperson, and in absence of both the

Chairperson and the Vice Chairperson; the Board may elect one of the members of the Board present to chair the Meeting.

(vi) Each member shall have one vote and in the event of an equality of votes on any question, the Chairperson or any member presiding over the meeting shall have the casting vote, All the decisions of the Board shall be by a majority of votes of the members present.

(vii) Any business of urgent natures requiring the decision of the Board may also be conducted by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of members signing shall be as effective and binding as a resolution passed at a meeting of the Board.

(vii) Record of Minutes

The Director General shall keep a record of Minutes of the proceedings of the meetings as approved by the Chairperson of the Meeting. The Minutes shall be communicated to all members before the next meeting or at its start for their confirmation.

## **12. EXECUTIVE COUNCIL**

(a) Composition

The Executive Council is composed of the following members of the Board.

(1) Minister For Municipal Administration & UD	Chairperson
(2) Secretary, MA (MAUD, Dept) GOAP	Member
(3) Principal Secretary, Finance Dept, GOAP	Member
(4) Joint Secretary, HoPA, GOI	Member
(5) Joint Secretary, UD, GOI	Member
(6) Commissioner & Director, Municipal Administration, GOAP	Member
(7) Director General, CGG	Member
(8) Dean (R&MS), ASCI, Hyderabad	Member

(b) Powers

Subject to superintendence and guidance of Board, the Council will have the following powers

(i) to create technical, administrative, financial, managerial and other posts as required and to appoint persons to such posts and to make payments towards their remuneration from the funds of the NIUM.

(ii) to engage experts and consultants as per the requirement of the NIUM and pay their professional fees from the funds of the NIUM.

(iii) to do all such things and acts incidental, ancillary or conducive to the discharge of the functions and attainment of any of the objectives of the Institute.

(iv) to exercise such powers as may be delegated by the Board.

(c) Meetings.

(i) The Council shall meet at least once in every three months in a financial year or earlier as may be necessary to transact the business.

(ii) Meeting of the Council shall be notified 7 days in advance of the date set for the meeting and in case of urgency with an advance notice of 3 days.

(iii) Quorum for the meeting shall be 3 members

(iv) The agenda for the meeting shall be finalised by the Director General in consultation and approval of the Chairperson. Any

member proposing an item for the agenda shall give notice thereof to the Director General in advance of the meeting.

(v) The meeting shall be Presided by the Chairperson and in his absence the Council may elect one of the members of the Council present to chair the Meeting.

(vi) Each member shall have one vote and in the event of an equality of votes on any question, the Chairperson or any member presiding over the meeting shall have the casting vote, All the decisions of the Board shall be by a majority of votes of the members present.

(vii) Any business of urgent natures requiring the decision of the Council may also be conducted by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of members signing shall be as effective and binding as a resolution passed at a meeting of the Board.

(vii) Record of Minutes

The Director General shall keep a record of Minutes of the proceedings of the meetings as approved by the Chairperson of the Meeting. The Minutes shall be communicated to all members before the next meeting or at its start for their confirmation.

### **13. DIRECTOR GENERAL/PIC (MEMBER SECRETARY)**

The Director General who is also Member Secretary is the Chief Executive of the Institute and may incur administrative and general expenses for the day to day running of the offices of the NIUM. The Director General is the appointee of Government. He will also exercise such powers as may be delegated by the Board or the Council.

### **14. AMENDMENT OF MEMORANDUM AND BYELAWS**

(a) By a "Special Resolution" the Society may alter the provisions of the Memorandum with respect to

- (i) change of objectives of the Society.
- (ii) amalgamate itself with any other Society; or
- (iii) to divide itself into two or more societies.

(b) Subject to the provisions of the Act, and the conditions contained in its memorandum, the society by an ordinary resolution passed by not less than half ( $\frac{1}{2}$ ) of the members present and voting alter its bye laws.

(c) Any alternation of Memorandum and Byelaws shall be registered by the Registrar under the provisions of section 8 of the Act, 2001.

## **15. FUNDS OF THE Society**

(a) The funds of the society may consist of the following.

(i) Grants by Government of Andhra Pradesh/ Government of India or Governments of other States or any other national and internal agencies.

(ii) Income like contributions, donations and gifts from any governments or national and international agencies, individuals and others and other sources within and outside India.

(iii) Income from investment.

(iv) Amounts collected as fees for conducting training, research and other programmes.

(b) Funds received shall be utilised for achieving the objectives of the Society.

(c) Unless and otherwise decided by the Board of Governors, all the funds of the Institute shall be deposited in the nationalised bank(s) and the bank accounts operated as the Executive Council may decide.

## **16. ACCOUNTS AND AUDIT:**

(a) The Society shall keep, at its registered office, proper books of accounts and other relevant records in which it should be entered accurately all sums of money received and the sources thereof and all sums of money expended by the society and the objectives or purposes for which such sums are expended.

(b) The Board shall prepare annually 'statement of accounts' including balance sheet in the prescribed form for consideration of the General Body

(c) The accounts of the society shall be audited annually by a Chartered Accountant to be appointed by the General Body who shall prepare Income and Expenditure Accounts, Balance Sheet or any other financial statements as may be required for submission with the financing agencies. The remuneration to the Chartered Accountant shall be fixed by the General Body meeting.

(d) These accounts may be subjected to a second audit by the Comptroller and Auditor General of India depending on the source of funding.

(e) The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by the Executive Council.

## **17. Annual Report**

An annual report of the activities of the society undertaken during the financial year shall be prepared every year by the Board for placing before the annual General Body meeting.

## **18. Filing of Annual Report to the Registrar of Societies**



Every year the society shall, within fifteen (15) days from the date on which the General Body meeting was held furnish the following lists to the Registrar of Societies:-

(i) a list of names, addresses and occupations of the members of the Executive Council, secretary and of other office bearers of the society entrusted with the management of the affairs of the society.

(ii) an annual report of the previous year;

(iii) a copy of the balance sheet and of the audit report certified by the Chartered Accountant.

## **19. INSPECTION**

Every member of the General Body shall have the right of inspection of accounts and registers maintained by the NIUM and proceedings of the meetings of the NIUM at any time during office hours.

## **20. PROPERTY OF THE NIUM**

All property belonging to the NIUM shall be deemed to be vested in the Board of Governors of the NIUM but shall be referred to as 'the property of the NIUM'. The income and property of the NIUM shall be applied towards the promotion of the objectives as set forth in the Memorandum of Association.

## **21. SUITS AND PROCEEDINGS BY AND AGAINST THE NIUM**

(a) The Society is a body corporate with a separate legal entity and may sue or may be sued and may be represented by the Director General or any other officer authorized by the Board of Governors in this behalf.

(b) No suit or proceedings shall abate by reason of any vacancy or change in the holder of the office of the Director General or

any officer authorized in this behalf. Every decree of order against the NIUM in any suit or proceedings shall be executable against the property of the NIUM and not against the person or the property of the Director General or any officer.

Every member of the NIUM Mission may be sued or prosecuted by the NIUM for any loss or damage caused to it or its property or for anything done by him intentionally which is detrimental to the interests of the NIUM .

## **22 JURISDICTION**

The Jurisdiction for settlement of disputes shall be the state of Andhra Pradesh, the Courts at Hyderabad shall have jurisdiction and the laws of India shall be applicable.

## **23. DISPUTE REGARDING MANAGEMENT**

In the event of any dispute arising among the Authorities or members of the Society, in respect of any matter relating to the affairs of the society, any member of the society may represent to the Government of Andhra Pradesh in the Department of Municipal Administration and Urban Development whose decision shall be final and binding on the member.

## **24. DISSOLUTION OF SOCIETY**

The Society may be dissolved in accordance with the provisions laid down under section 24 read with sections 25 and 26 of said Act. However such dissolution is subject to the approval of the Government of Andhra Pradesh.

## **25. REGISTER OF MEMBERS**

The society shall keep a register of members and enter therein the following particulars namely:-

(a) the name and address and occupation, if any, of each member,

- (b) the date on which the name of each person was entered in the register as member
- (c) the date on which any person ceased to be a member; and
- (d) the specimen signatures of the members.

## **26. ACCOUNTS AND RECORDS**

The following accounts, records and documents shall be kept at the office.

- (a) a copy of Andhra Pradesh Societies Registration Act, 2001 with latest amendments;
- (b) a copy of the registered memorandum along with up to date bye-laws with amendments made from time to time;
- (c) the minutes book;
- (d) accounts of all sums of money received and expended by the Society and their respective purposes;
- (e) accounts of all purchases and sales of goods by the Society;
- (f) accounts of all assets and liabilities of the Society;
- (g) an up to date register and a list of all members;
- (h) copies of the audit reports and compliance reports there on and
- (i) all such other accounts records and documents as may be required by this Act.

## **27. SUPPLY OF COPIES OF BYLAWS ETC.**

The society shall deliver a copy of its Byelaws to each member at the time of admission. The Society shall supply to every member a copy of the balance sheet or a statement of a account together with the auditors report at its Annual General Body meeting, if not, supplied in advance.

## 28. GENERAL

The Board shall be competent to interpret the byelaws and to remove difficulties in a suitable manner that may arise in day to day affairs of the Society.

## 29. DECLARATION

We the undersigned having associated ourselves in the formation of NIUM a society, certify that the above is a true and correct copy of the Rules and Regulations of the National Institute of Urban Management, Hyderabad.

S.No.	Name of Member	Age	Designation	Occupation	Residential Address	Signature
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	N.Kiran Kumar Reddy		Chairperson	Chief Minister of Andhra Pradesh, Hyderabad		
2	M. Maheedhar Reddy		Vice Chairperson	Minister For Municipal Administration & Urban Development, Secretariat, Hyderabad		
3	Dr.Prasanna Kumar Mohanty		Member	Chief Secretary, Government of Andhra Pradesh, Secretariat, Hyderabad.		
4	Adhar Sinha		Member	Principal Secretary, Government of Andhra Pradesh, Municipal Administration (MAUD) Department, Secretariat, Hyderabad		
5	V.Bhaskar		Member	Principal Secretary, Government of Andhra Pradesh, Finance Department, Secretariat, Hyderabad		
6			Member	Joint Secretary, Government of India, HoPA, New Delhi		
7			Member	Joint Secretary, Government of India,		

				Urban Development, New Delhi		
8			Member	Member, Planning Commission, (Urban Sector), Government of India, New Delhi		
9			Member Secretary	Director General/ Director/ PIC, National Institute of Urban Management.		

**Witness:**

Name in block letters, S/o, D/o, W/o	Age years	Residential/communication address	Occupation	Signature

ADHAR SINHA  
PRINCIPAL SECRETARY TO GOVERNMENT (MA)